

STATE OF CALIFORNIA
JOB DESCRIPTION (6/08)

CALIFORNIA STATE LIBRARY

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE December 11, 2017	H.R. APPROVAL EC
PC # 2237		POSITION NUMBER (Agency - Unit - Class - Serial) 175-647-2943-102	
BUREAU SECTION State Library Services – Government Publications Section		CLASS TITLE Senior Librarian	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT VACANT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of a supervising librarian, the incumbent coordinates all aspects of the State Library's participation in the Federal Depository Library Program (FDLP), serves as the FDLP Regional Librarian for the State of California, assigns work and is team lead to librarians and support staff of the Federal Depository program, catalogs Federal publications, and provides reference service to State Library patrons.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
45%	ESSENTIAL FUNCTIONS: Federal Depository Library Program Regional Librarian: The incumbent coordinates the State Library's participation in the Federal Depository Library Program (FDLP) and serves as the FDLP Regional Librarian for 74 selective federal depositories in the state of California. In this role, the incumbent consults with and provides guidance to selective Federal depositories in the state, and conducts regional FDLP planning activities to ensure that California residents have free and equal access to government information. The incumbent attends sub-regional meetings with selective Federal depositories, visits individual selective Federal depositories, communicates with the U.S. Government Publishing Office (GPO), and ensures the integrity of the State Library's regional collection, following federal law and GPO regulations.		
25%	Federal Program Lead: The incumbent assigns work and is team lead to librarians and support staff of the State Library's Federal program, including assigning Federal selective depository disposal lists for staff review and coordinating the processing of claimed materials from disposal lists.		
15%	Reference Services: Provides reference services regarding the Federal collection (including Patent and Trademark Resource Center search training) and the general collection to state employees, members of the public, and to other libraries. This service involves in-person, telephone, e-mail, and other online transactions.		
10%	Cataloging and Bibliographic Database Maintenance: Coordinates the loading and quality-control checking of weekly files of outsourced Federal bibliographic records. Catalogs non-depository current—and pre-1976 retrospective—Federal publications, in all formats, and coordinates the planning and implementation of the Federal retrospective cataloging project.		
5%	MARGINAL FUNCTIONS Committees and Special Projects: Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan. Provides research and reports as requested by the librarian supervisor, the Chief of State Library Services, and the State Librarian.		

KNOWLEDGE AND ABILITIES:

- Experience with or knowledge of the laws, regulations, and structure of the FDLP.
- Experience with or knowledge of the obligations and duties of Regional FDLP depository libraries.
- Experience with one or more integrated library systems.
- Experience with or knowledge of library technical services functions.
- Experience with or knowledge of the Superintendent of Documents (SuDoc) classification system, Machine Readable Cataloging (MARC) format, Anglo-American Cataloging Rules, Library of Congress Rule Interpretations, LC subject headings and LC subject heading practice, and the OCLC cataloging system.
- Experience in providing reference services to varied and diverse populations.
- Experience with or knowledge of the skills necessary for effective team leadership.

INTERPERSONAL SKILLS

- Communicate clearly, courteously, respectfully, and sensitively, both orally and in writing.
- Work both independently and cooperatively, in a team environment, to accomplish strategic objectives.
- Work cooperatively with staff at all levels within the California State Library.
- Exhibit a positive, professional and friendly service approach while dealing with a diverse staff and patrons.
- Ability to effectively work and communicate with staff and patrons under sometimes stressful situations.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

- Uses a PC for extended periods of time.
- Is a member of a team providing public reference service during normal library business hours of 8:00 AM-5:00 PM, Monday through Friday.
- Manages various customer needs while answering questions in person, on the telephone, and through e-mail and other electronic means.
- Work assignments will involve travel to locations outside of Sacramento.

PHYSICAL ABILITIES

- Ability to sit for extended periods of time at public services desks and in staff offices.
- With assistive technology, if necessary, ability to operate a PC for extended periods of time.
- Ability to operate microfiche/microfilm machines and scanners.
- Ability to handle large, heavy, and awkward library books and other library materials.
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks.
- Ability to move book trucks holding up to 100 pounds of weight and to lift up to 35 pounds.
- Ability to turn handles on compact shelving units filled with library materials.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)

EMPLOYEE'S SIGNATURE

DATE